

GUARANTEED RIDE HOME PROGRAM

POLICY STATEMENT

WSDOT strongly supports the implementation of guaranteed ride home programs at its work sites affected by the state commute trip reduction law because of its acknowledgment that these type of programs are an important element in the promotion of alternatives to the single-occupant vehicle. It is also recognized that such programs provide assurance to WSDOT employees who use alternative transportation modes that when, or if, an emergency occurs they will be guaranteed transportation home.

DISCUSSION

Eligibility -

Any full time, temporary, or part-time employee of the department who works at a employment site that has created an approved commute trip reduction program and who uses alternative commute options at least once a week on a regular basis. The transit agency or Transportation Management Association Program, discussed below, may have other eligibility requirements. The participant would be required to register with the work site ETC indicating the employee's regular mode of alternative transportation to the single occupant vehicle. See Appendix 2 for the sample registration form. Employees would be authorized to use the Program on their alternative commute days only.

Level of Service Availability -

WSDOT GRH Program

The maximum allowable use per registered employee of the GRH program would be limited to twelve times a year for a maximum of 60 one way miles each trip. If the trip exceeds 60 miles the employee would pay the difference above the department reimbursement depending upon the GRH travel mode used. The maximum reimbursement per occurrence could not exceed \$50. There could be instances where GRH travel that is 60 miles or less could exceed the \$50 limit. In those cases, the requesting employee will be responsible for any amount over the limit. See Appendix III for the sample reimbursement form.

Transit Agency or Transportation Management Association Program (TMA)

Maximum allowable usage and mileage limits apply as defined by the particular GRH program.

GENERAL PROGRAM CRITERIA

WSDOT GRH Program

An emergency is defined as:

- Employee illness or family illness or injury.
- Unexpectedly being required to work beyond normal scheduled work hours.
- Missed normal ride home: e.g. carpool driver needs to leave early because of an emergency or stay later due to unexpected required overtime.
- Other emergency situations which require immediate attention during the work day.

The WSDOT GRH Program cannot be used for the following reasons:

- Pre-scheduled appointments such as visits to the doctor.
- In general, trips to the hospital in place of ambulance service (in the event of employee serious injury or illness).
- Acts of nature or work site disruptions which affect the entire work site work force: e.g. winter snowstorm or power failure where employees are released early at such sites as Headquarters Building or a district office.
- Working late with at least one day prior notice.
- If there was sufficient time that other transportation could have been arranged.

Travel is restricted to the following designations and uses:

- The trip must begin at the employee's official duty station and can end at the person's home or, in special cases, another location.
- Depending upon the GRH mode used, emergency-related interim stops would be permitted if necessitated by the type of emergency.

Other Conditions:

- The person using the GRH program will not be on department time during the trip home or covered by industrial insurance.
- The person in need of the GRH will be on leave status.
- The state employee transporting the fellow employee with an emergency is considered to be on state time and covered by industrial insurance.

Transit Agency or TMA GRH Program

General program criteria will be defined by the particular program.

GRH Trip Mode Recommendation Priorities. The following are the GRH priorities based on the type of GRH mode and distance or ride needed:

(1) Contract With Transit Agency or TMA

If the work site is within the service area of a public transportation agency or transportation management association (TMA) that has implemented a GRH program and is serviced by a local taxi company or companies, this service will be utilized at the work site. The department would be assessed a nominal amount for each employee working at the site. The public transportation agency or TMA would be responsible for the operation of these types of programs including all billing to the taxi company. These programs would likely place a limitation on the frequency of usage and the maximum mileage permitted. Department participants would need to make arrangements with the work site ETC who

will coordinate the program requests with the employees and the sponsoring agency.

If the employee lives in a location that is not covered under the transit agency or TMA Guaranteed Ride Home program contract he or she should make special arrangements with the ETC or use options contained in (2) below.

(2) WSDOT Administered Program

If a GRH program, as discussed above, does not exist or cannot be accessed by the work site, the alternate GRH options available at the work site would depend on the length of trip.

A. Trips of 30 Miles or Less

Priority 1: The employee who is registered with the work site ETC would make their own contact with a local cab company to arrange for the GRH trip. The employee would pay the cab fare and then receive reimbursement upon presentation of a WSDOT GRH receipt. (See Appendix III.)

- Priority 2: A volunteer driver agrees to drive the person requesting a GRH in a department-owned vehicle contingent upon availability. This option can only be used if no non-state employee is transported as part of the trip home. The volunteer driver will be considered to be on state time.
- Priority 3: A volunteer driver agrees to drive the person requesting a GRH in their personal vehicle. The volunteer driver will be considered to be on state time. Round trip mileage will be paid to the volunteer driver through the use of the Travel Expense Voucher DOT Form 133-103X using the Private Car Rental Daily Usage Log DOT Form 700-015.
- Priority 4: The employee requesting the GRH drives a department vehicle home themselves, contingent upon the vehicle availability and as long as the usage does not interfere with state business. The employee must be pre-registered (see Appendix II) and have properly filled out the information pertaining to a valid driver's license and proof of liability and property insurance. This option will not be available if it is determined that the emergency is of such a nature that the employee would be too distraught to drive. The ETC, or designated authority, in consultation with the employee's supervisor will make this determination.

B. Trips of More Than 30 Miles

- Priority 1: Same as that for Priority A-4 "Trips 30 Miles or Less" (Department Vehicle).
- Priority 2: Same as that for Priority A-2 "Trips 30 Miles or Less" Co-worker Driver-Department Vehicle).
- Priority 3: Same as that for Priority A-3 "Trips 30 Miles or Less " Co-worker Driver- Personal Vehicle).

Priority 4: Working with the work site ETC, arrangements will be made with a car rental agency for a vehicle. The rental agreement form will be completed by the employee requesting the GRH. The employee would pay for the vehicle rental and then request reimbursement from the department. The requesting employee needs to ensure that his/her personal insurance covers collision and comprehensive damage as the department will not be liable for these risks.

OR

Same as that for Priority A-1 "Trips 30 Miles or Less."

PROCEDURES

Transit Agency or Transportation Management Association (TMA) Sponsored GRH Programs

<u>Responsibility</u>	<u>Action</u>
ETC or Designated Authority	<ul style="list-style-type: none">- Register those participating employees who use transportation options on a regular basis at least once per week. (See Appendix II).- Review and finish processing for department approval the participating agreement with the local transit agency or Transportation Management Association (TMA) in those areas where an area-wide program utilizing taxi service exists.- Perform the requirements of the work-site ETC outlined in the participating agreement.
Supervisor	<ul style="list-style-type: none">- Provide instruction and training to the ETC, or designated authority, as required for successful implementation and monitoring.
Assistant Secretary for Operations and District Administrators	<ul style="list-style-type: none">- Sign the participating agreement.

Assistant Attorney
General

- Review participating agreement and approve as to form.

WSDOT Administered Program

Responsibility

Action

ETC or Designated
Authority

- Provide sufficient program marketing to ensure employee acknowledgment.
- Ensure that sufficient designated authority is available in case the ETC is not available.
- Register the work-site employees by having them fill out the "WSDOT Commute Trip Reduction Program Registration Form".
- Screen GRH requests against the criteria contained in the "General Program Criteria" section.
- Determine if the requested trip is 30 miles or less or greater than 30 miles.
- Depending upon the above trip length, arrange the GRH travel based upon the highest priority option (lowest priority number). If a higher priority option is not available or deemed not appropriate, a lower option can be utilized.
- Make a determination if Priority 4 for "Trips of 30 Miles or Less" or Priority 1 for "Trips of More than 30 Miles" will be used and that the requesting employee is not too distraught to drive. If in doubt, this determination will be made in consultation with the employee's supervisor.
- Briefly explain to the requesting employee and volunteer driver, if appropriate, the possible travel restrictions or other conditions listed under "General Program Criteria."

- Coordinate with the requesting employee's office or section if a state vehicle and/or volunteer driver is available to take the person home if those particular options are chosen.

- For reimbursement of GRH out of pocket expenses, have participating employee fill out "Guaranteed Ride Home (GRH) Reimbursement Form (Appendix III).

- Process payment with receipt for out-of-pocket expenses charged to TDM Work Order.

- Maintain complete GRH usage documentation for payment and audit purposes.

Requesting Employee
Supervisor

- In consultation with the work-site ETC, make a determination to have the person driven if there is doubt that the requesting employee can safely drive home.

APPENDIX I

DEFINITIONS

Employee Transportation Coordinator (ETC): The individual responsible for promoting and implementing alternative transportation options for WSDOT employees. This person, or designated authority, is the contact for employees at their work site. Please see the **CTR Handbook** for a list of the current ETCs.

Guaranteed Ride Home Program: An assured ride home for commuters participating in a commute trip reduction program who are not able to use their alternate commute mode on a particular day.